

Dictation Best Practices

How to Use This Kit

The American Association for Medical Transcription (AAMT), along with our sponsor MedQuist, is pleased to make this Dictation Best Practices Kit available. This kit includes the following:

Dictation Best Practices Audiovisual Presentation—A Guide for Physicians is a self-running presentation with narration, slides and sample dictation clips. This presentation is directed toward physicians/healthcare providers.

Dictation Best Practices PowerPoint Presentation—A Guide for Physicians is a PowerPoint presentation which includes sample dictation clips but no audio narration. The narrative is saved in the notes section of the PowerPoint file and also available in the presentation handouts.

Presentation Handouts

- Presenters Notes with Slides in a Microsoft Word document.
- Dictation Best Practices Presentation Outline in a Microsoft Word document for presenters or attendees.
- Slides with Notes Area in a Microsoft Word document, suitable for handing out to presentation attendees.

Dictation Best Practices Rationale outlines key reasons for striving for good dictation. Appropriate as a handout to accompany presentations.

Dictation 101 describes topics and recommendations for teaching good dictation habits.

Model Policies & Procedures provides sample documents which can be customized to each facility. Policies include Orientation, Compliance, Feedback and Termination of Privileges. This document is available as a free download on the AAMT web site. Go to www.aamt.org/scriptcontent/downloads/DBPModelPP.pdf.

Sample Improvement Letter provides sample text for a feedback letter describing problems with dictation style.

Q Cards are customizable pocket-size cards with helpful numbers, work types, and dictation instructions.

Tip Sheet is a colorful handout or poster for placing in key areas with friendly reminders of good dictation habits.

Documentation Work Flow Poster A graphic representation of the life cycle of voice-to-text medical documentation